



PHPDA Governing Council Meeting Minutes

Tuesday, June 9, 2026

5:30 PM – 7:00 PM

Location: Quarters 2 Building, Pacific Tower, 1200 12th Ave S., Seattle, WA 98144

Virtual Location: <https://us02web.zoom.us/j/87010373058?pwd=XGmL8YQAYbOxBHRk3lFvHTGLDqCext.1>

Phone Option: +1 253-205-0468

Password: 376083

Meeting ID: 870 1037 3058

MEMBERS PRESENT		NOT PRESENT	ALSO PRESENT	
Douglass Jackson	Doris Koo		Nicole Porcello	Christina Bernard
Nancy Sugg	Bob Cook (arrived 5:35pm)		Denise Stiffarm	Michael Finch
Diane Pietrowski	Martine Pierre-Louis (arrived 5:37pm)		Sarah Westneat	Patty Camacho
Blishda Lacet	Nicholas Ramirez			

Call to Order

Douglass Jackson called the meeting to order at 5:33pm. A quorum was present. There were no public comments. The Governing Council Chair reminded everyone that their Special Governing Council Meeting, the Retreat, would be held the next day June 10th, in person, and he was excited to see everyone.

Meeting Minutes

Douglass Jackson asked for a motion to approve the following meeting minutes:

- Governing Council Meeting – May 12, 2026
- Finance Committee Meeting Minutes – February 4, 2026
- Finance Committee Meeting Minutes – March 4, 2026

Diane Pietrowski moved. Blishda Lacet seconded. 7 of 7 were in favor.

Finance & Operations

2025 Audit

The Finance Committee Chair and the Acting Executive Director shared information regarding the 2025 Audit, which was presented to the Finance Committee at their last meeting on June 3, 2026.

The Finance Committee Chair explained that the committee met with Clark Nuber, the Auditors, at the last finance meeting. They received a clean report, and she noted that the Auditors were very complimentary about the PHPDA staff and the controls in place.

Diane Pietrowski asked for a motion to approve the 2025 Audit report. Bob Cook moved. Nancy Sugg seconded. 8 of 8 were in favor.



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Q1 2026 Financial Statements

The Acting Executive Director explained the 2026 Quarter 1 Financial Statements.

- She noted that there were normal fluctuations of receivables and payables. She explained that there was one thing to note, which she pointed out to the Finance Committee at their meeting on June 3rd. This is an “in progress” fixed assets line because of the larger project being done on the Quarters with the brick work and the window restoration, which will be capitalized and begin depreciating when the work is complete.
- She noted that at the Finance Committee meeting, staff were asked about tracking those costs and invoices, which we will start making a list of moving forward.
- For the statement of activities, the Acting Executive Director noted that there was not much out of the ordinary, but there were larger expenses in January with the grant checks that went out.
- There was a question regarding clarification of insurance for the work being done on the Quarters. Denise Stiffarm explained how the insurance works for both our property managers and the vendors completing the work.

Douglass Jackson moved to approve the Q1 2026 Financial Statements. Diane Pietrowski seconded. 8 of 8 were in favor.

Personnel

Staff Salary Survey

The Acting Executive Director and the Governing Council Chair presented the Staff Salary Survey, which was completed with PHPDA’s HR consultant, REDW Consulting.

- The Governing Council Chair explained that at PHPDA, a salary survey is completed every three years, but it was recommended that they complete this one early because of the Executive Director search. The Search Firm and Committee would use the new Executive Director range for the search process and hiring. For the other PHPDA staff, the new ranges will be used at the start of 2027. All ranges will be in place through 2029.
- The new salary survey was completed with our new HR Consultant company, REDW. Completion of the survey took a couple of rounds of work with the Acting Executive Director and the HR Consultant. The Acting Executive Director noted that our previous HR Consultant firm merged with this larger company, so some of the staff have worked with us in the past.
- The Acting Executive Director noted that REDW looked at public institutions, grantmaking institutions and nonprofit organizations in Seattle, and then prepared the table of ranges.



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- The Governing Council Chair noted that there were some guiding principles, focused on market fairness and internal equity. He and the Acting Executive Director feel comfortable now with where the survey ended up.
- There was a discussion on whether they will seek any feedback from the Executive Director Search Firm on these numbers. The Acting Executive Director explained that the Search Firm had an early draft of the survey and knew where the range might fall. There is some flexibility in that as well, and PHPDA can set the salary based on what they feel is best for the organization, as long as it is within the broad range set in this review.

Douglass Jackson asked for a motion to approve the Staff Salary Survey. Nancy Sugg moved. Nick Ramirez seconded.

- There was further discussion and clarification about the different staff roles, since this salary survey consisted of different designations of roles than the previous one.
- The Acting Executive Director explained that various factors go into determining where each staff member would fall into the categories listed. This would be a culmination of what duties are required in their positions, their experience, and other factors.

8 of 8 were in favor.

Executive Director Search Firm Update and Appointment of Search Committee

The Governing Council Chair discussed the Executive Director Search. He noted that he is hoping Council members have had a chance to think about whether they would like to volunteer to serve on the Search Committee as the next step in the process. He explained that this process will not start until after the Retreat.

- The Acting Executive Director said that the plan is to get the contract signed with the Executive Director Search Firm soon after the Retreat. In the firm's preliminary work, they plan to speak with everyone on the Governing Council. She went through the Search Firm's general outline of their process so Governing Council members could get an idea of what the time commitments might be.
- Nancy Sugg and Diane Pietrowski volunteered to be part of the Search Committee. Douglass Jackson and Nick Ramirez both said they would like to be part of the process but are unsure how much time they can commit to it.
- The two will discuss it before the next regular Governing Council meeting and decide who will be the third person. In the meantime, the PHPDA staff plan to sign the contract with the Search Firm so they can still start their preliminary work and solidify the committee in July.



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Property Management & Real Estate

Quarters Feasibility Study Update

Michael Finch and Sarah Westneat presented an update on the Quarters Feasibility Study. Michael introduced Sarah Westneat of Rail House LLC to the Governing Council, the consultant who was retained to complete a feasibility study for the adaptive reuse of Quarters 1-9 on the PHPDA campus into affordable housing units. Sarah shared a presentation of her work on the study thus far, after having visited the property and spoken with various contractors about the potential project.

- Sarah confirmed that the overall answer of the study was that it could be a feasible project to convert the Quarters buildings into affordable housing units. She said that the Quarters buildings are well built and have been well maintained. However, since the PHPDA would be changing them from commercial to residential, they would need to be converted up to different code standards.
- She provided preliminary estimates for the project to preserve these buildings, to bring them up to date, and create affordable housing. Sarah went into more detail about how she arrived at this total number, sharing numbers she received from speaking with various contractors.
- She provided the estimates for hard costs for a hypothetical unit count of 29 units. Sarah presented conceptual designs of floorplans for some of the Quarters building. She noted that they would need to make some of the units ADA compliant but would need to get approval from the Historic Landmarks to make certain adjustments. Sarah went through the numbers on the types of units and how much rent might cost for affordable housing based on King County numbers.
- At the end of her presentation, Sarah went over some of the next steps of this project, if it is something the Governing Council is interested in pursuing. They would next need to discuss their program priorities, assemble a team (contractors, architect, etc.), create and test unit layouts, meet with possible funders and King County, meet with Landmarks, etc. They would need to create pricing package for contractors and submit for permits, with a likely 12-month construction period.

Sarah opened the conversation for discussion and received several questions from Governing Council Members.

- There was discussion about the Commerce grant money and whether they would be able to complete this project in time to use it.
- One Governing Council member noted that it would be beneficial to see a side-by-side budget that separates the exterior work and the interior work.
- Additionally, there was discussion about the unit count and the conceptual plans, and whether there could be more 3-bedroom units, which are needed more in the affordable housing space. A previous conceptual plan had included the basement spaces in their calculations to create additional units. Sarah noted that the basement ceiling height is too low and not up to code, so



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units could not be constructed in those spaces. However, she is hopeful that those spaces could be used for laundry rooms or storage. Sarah said they could get more accurate designs created by an Architect and see if more 3-bedroom units could be included, but they would need to hire one to do so.

- There was discussion about what types of bids for various parts of the construction will have to be put out to the public if they decide to move forward with the project. The Governing Council members would like to have a focused discussion on whether they could get the project done in time to use the money allocated for it.
- Denise clarified that for architects, engineers, and construction the bidding process can be done fairly quickly once the package is prepared.

The Governing Council did not need to vote on a decision at the meeting, but several members felt they wanted to start thinking more about this to move forward quickly. They decided to ask for volunteers to start discussing the project in advance and bring information to the next July meeting to move things forward. Martine Pierre-Louis, Bob Cook, Doris Koo, and Diane Pietrowski volunteered.

Adjournment

The meeting adjourned at 7:02 pm.

Minutes Approved: Signed by:
Douglas Jackson
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(Date)